PUBLIC EDUCATION ONLINE
STATEWIDE ONLINE EDUCATION PROGRAM

March 28, 2012

The Statewide Online Education Program "Enrollment Processing System" (SOEP EPS)
Business Administrator
Instructions for Course Credit Acknowledgement (CCA) Processing

Execution or Rejection Stage
(SB 65, Lines 239-241)

When the USOE receives the first Course Credit Acknowledgement (CCA) for your LEA as a Primary LEA of Enrollment, we will contact you to obtain a designated single point of contact at your LEA to process the CCAs. Otherwise, the USOE assumes that a Business Administrator will process CCAs. As such, you have been invited to access the Statewide Public Education Program Enrollment Processing System (SOEP "EPS") through an email sent to you from "EdOnline" for this purpose. If you did not receive this, please contact (801) 538-7660. Once you establish the account, you are prepared to process CCAs through **SOEP EPS**. If your District has no existing CCAs currently, the USOE will notify you of the need to access this data at the point when the first CCA for your District or Charter School is received.

The Invitation from EdOnline offering online access to the **SOEP EPS** includes a link that will take you the **SOEP EPS** warehouse (this may easily be re-sent upon request):

Once you initiate an **SOEP EPS** "user account," you may access all SOEP Enrollment data pertaining to your LEA, and all processing of CCAs can occur through this system. ***Please choose***

secure access only, and retain a record of Login information. Login information may be shared as necessary for processing of CCAs so long as you maintain a record of persons having access.

Once you enter your LEA's **SOEP EPS** warehouse account, you will see a student Report titled with the name of your LEA. All existing student registrations and registration requests are made visible in this report. The data spread across each row represents a Course Credit Acknowledgement ("CCA"). Each CCA is given a processing ID indicative of its stage of completion:

1) A CCA that is completed and "Accepted" has an ID equal to "**A**".
2) A CCA that has been "Rejected" has an ID equal to "**R**".
3) A CCA that is currently in "Process" by a Provider has an ID equal to "**P**".
4) A CCA that is awaiting approval by a district or charter school Business Administrator has an ID equal to "**B**".

To Accept or Reject a CCA or otherwise enter data into the student record: Click "Edit" to the left of a student enrollment record; the SOEP Enrollment/CCA "form" will appear and you will be allowed to amend data as necessary. *You are only authorized to access portions of student data as indicated in boldface notes.* Scroll right across the CCA data until you reach the section labeled:

BUSINESS ADMINISTRATORS: COMPLETE THIS FORM AFTER PERFORMING A LAST SIS CHECK FOR THIS STUDENT. PLEASE COMPLETE FROM THIS POINT TO BUSINESS ADMINISTRATOR SIGNATURE.

Entering Form Data: Select "Execute" or "Reject" from the drop down menu, as in the example below:

Record the date in the "Date of Business Administrator Signature" area, and type your signature in the "Signature, Business Administrator" field:

If you are Rejecting the CCA, please put a reason in the field indicated:

A Business Administrator must, within 72 Business Hours of USOE notification of a Pending CCA:

- Review and process any record with an ID equal to "**B**."

- <mark>Once a Business Administrator has entered appropriate information, <u>USOE</u> will mark the **record ID** (in the far left of the record) as either "**A**" or "**R**," indicating acceptance or rejection.</mark>

MEMBERSHIP: reports may not exceed 1.0 FTE. However, the student may register for more than 1.0 FTE if it is the policy of the LEA to allow this; **enrollment above 1.0 FTE is unfunded unless:** (a) student intends to complete graduation requirements early, (b) exit high school, (c) has an SEOP providing for early graduation. If recording of release time results in greater than 1.0 FTE of membership when adding an online course, please do not report membership associated with release time. Otherwise, release time may be disregarded when you are reviewing the CCA for the student's level of enrollment.

SUBSTITUTING (ADDING) an Online Course in place of a Traditional Course: a student may drop a traditional course to add an online course prior to *your LEA's same established deadline for dropping a traditional course*.

REJECTION: Statute allows only four bases of rejection:
 a. Enrollment is inconsistent with SEOP
 b. Enrollment is inconsistent with IEP
 c. Enrollment is inconsistent with International Baccalaureate (IB) requirements
 d. Enrollment exceeds 1.0 FTE, disregarding release time.

Commencing Instruction: Provider LEAs may initiate instruction as soon as the CCA is marked "**A**." USOE will additionally provide an email notice of CCA execution, and the date of this will be listed in CCA files.

Withdrawal: (b) a student may withdraw from an online course within 20 school calendar days (using the Provider's school calendar) after the start date of the course, the first day of enrollment if later, a second semester start date.

Data Security: Please save CCA data electronically or otherwise according to your LEA's data security policy. Once the Primary LEA of Enrollment has validated, corrected if necessary, and counter executed the CCA, you will receive a notification by email, and the CCA ID will be marked "**A**." Data may be downloaded easily into and Excel spreadsheet or other file formats, as shown below:
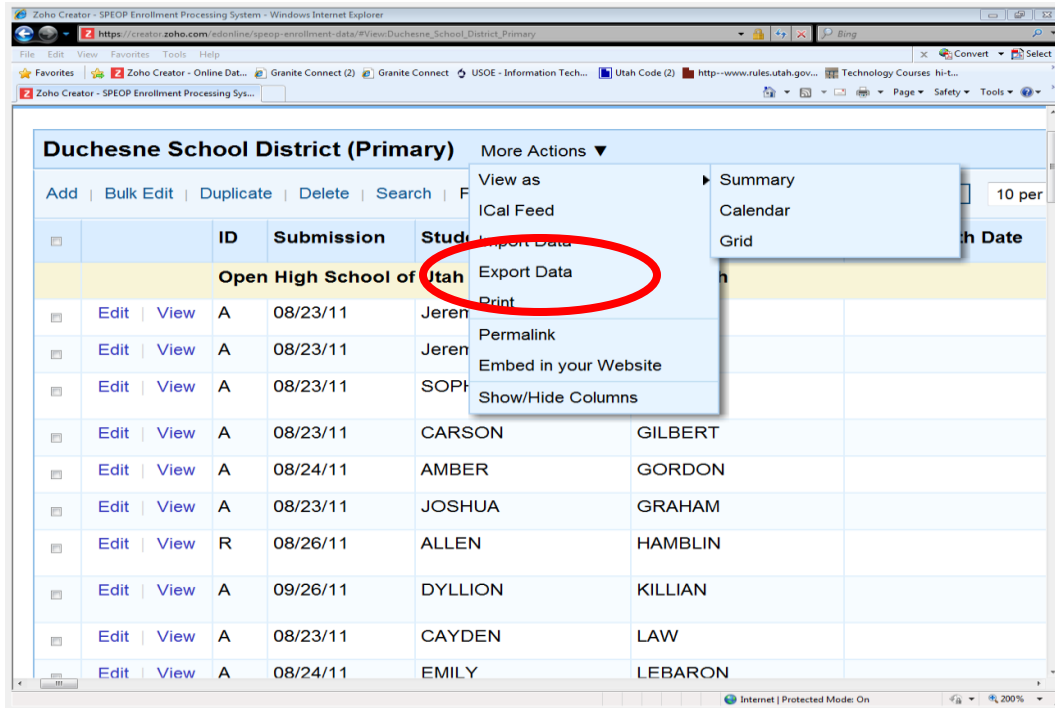
The next screen will allow you to choose a data format for your download, as below:
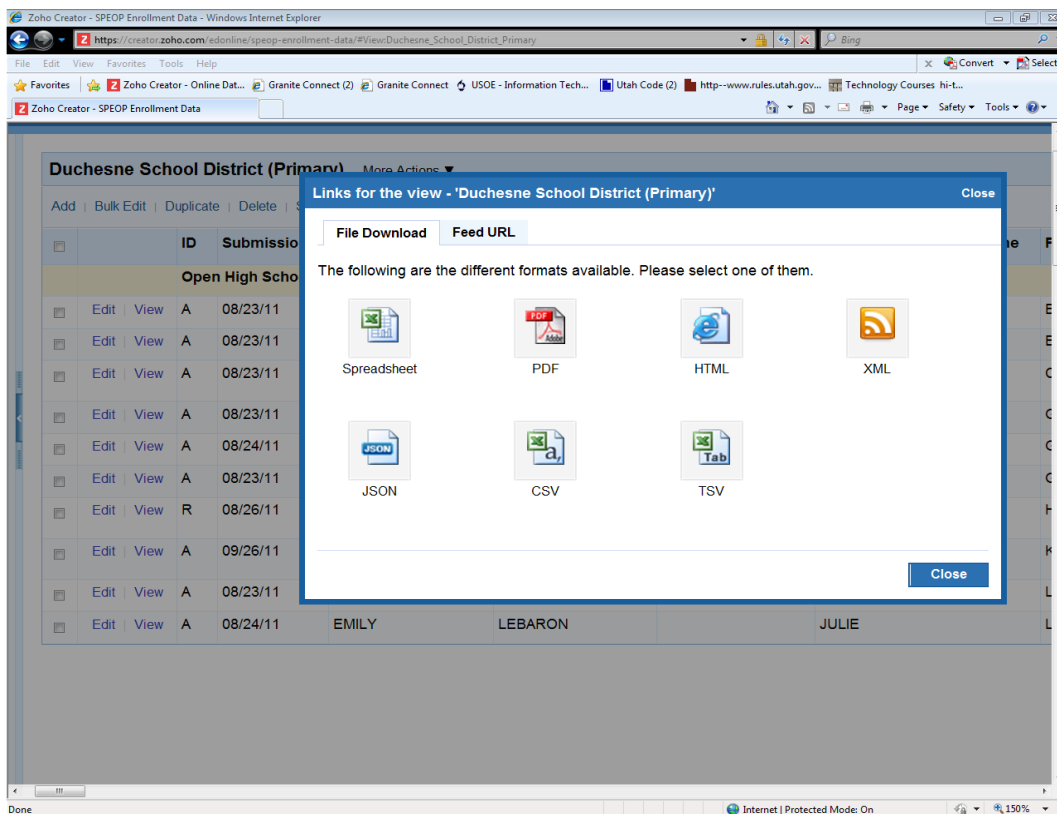
Please note that CCA "transactions" through MSP Allotment Memos are specified in the far right of each record. Please notify Cory Kanth if you believe an error has been made.

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